



STATE OF MAINE
BUREAU OF TAXATION - INCOME TAX DIVISION
P.O. BOX 1061
AUGUSTA, MAINE 04332-1061

EMPLOYER'S RETURN OF MAINE INCOME TAX WITHHELD

OFFICE USE ONLY

Federal Identification Number:

Period Covered:

Due on or Before:

- | | |
|---|--|
| 1. Maine Income Tax withheld for period | |
| 2. Credit (enclose credit notice) | |
| 3. Amount due with this Return | |

MAKE CHECK PAYABLE TO TREASURER OF STATE

Date

Signature

Title

Form 941-ME
Rev. 1-95

EMPLOYER WITHHOLDING TAX CANCELLATION/CHANGE FORM

If you have a change in your Federal Identification Number, name, address and/or phone number or if your business is discontinued or the payment of wages permanently ceases, complete this form and mail it to: BUREAU OF TAXATION

Present Federal Identification Number: _____

New Federal Identification Number (If Applicable): _____

☐ Cancel My Account (Explain Below)

Present Name and Address:

New Name and Address (If Applicable):

Old Phone Number: _____

New Phone Number (If Applicable): _____

Effective Date of Change: _____

Remarks: _____

Date

Signature

Title

INSTRUCTIONS FOR FORM 941ME

1. Return coupons in this book (Form 941ME) are preprinted with a withholding period and due date. Use the return coupon that corresponds to the period of filing. Enter on line 1 the amount of Maine Income Tax withheld during the period covered. If your account has a credit balance on our records, enter the amount of the credit on line 2. Enclose your remittance with the return.
2. If the payment of wages to employees is temporarily interrupted, continue to file returns showing no tax due.
3. When a business is discontinued, or the payment of wages permanently ceases, submit a completed Cancellation/Change Form from this book and we will close your account.
4. If you have a change in your Federal Identification Number, name, address, phone number, submit a completed Cancellation/Change Form. We will correct our records and, if necessary, send you a new coupon book. Do not make changes on Form 941ME.
5. If it is necessary to make a correction in the withholding tax amount you reported for a previous period, submit an amended return (Form 941A-ME) for that period along with an explanation of the change. We will correct your account for the period involved. **Do not make an adjustment on the current Form 941ME.**
6. **Interest and penalty will be charged on withheld tax not remitted by the due date. In addition, penalty will accrue for late filing.**